FAQs on Accreditation Criteria for Government and Private Industrial Training Institutes

Presentation by

Quality Council of India

1. **I am interested to open new trade/unit or expansion of existing trade/unit in Industrial Training Institute and I desire to know the procedure to obtain affiliation of desired trade/unit with NCVT.**

- With Effect from 1st September 2012, any Industrial Training Institute (Government or Private) is required to seek Accreditation for any trade/unit from Quality Council of India (QCI),NABET, New Delhi before seeking NCVT affiliation through DGE&T, New Delhi.

2. **Is QCI (NABET) Accreditation mandatory for NCVT AFFILIATION?**

- Yes. QCI (NABET) accreditation is pre – requisite for NCVT affiliation with effect from 1st September 2012

3. **I want to add new trade / unit in my Existing NCVT Affiliated Trade in ITI.**

- As explained in point no.1, the Industrial Training Institute (Government or Private) is required to seek QCI (NABET) Accreditation for new/ addition of trade / unit in the existing Institute.

4 How to apply for Accreditation?

- Industrial Training Institute (Government/Private) will be required to fill online "Application Form" available on QCI website- www.qcin.org/nabet. Please take the help from **User Manual Guide for filling the online application form & Snap shot for each field to guide application.**

5. Is there any separate application form for applying for Additional Trade/ Unit in Existing Trade?

- The "Application Form" for applying to obtain accreditation QCI(NABET) for New trade and/or Additional Trade / Unit in Existing Trade is same. The Copy of" Application Form" is available on QCI website – www.qcin.org/nabet/GPITI.

6. Can I submit the hard copy of application with all the relevant documents ?

- QCI (NABET) will not accept any application for accreditation in hardcopy. All the applicants will be required to apply to QCI (NABET) through online. “Application Form” is available on QCI website – www.qcin.org

7.How many visit will be made by QCI (NABET) Assessor and number of people involved in Assessment?

- Initially one visit is planned by QCI (NABET). Assessing Team comprising of two officers may conduct assessment in a day. If required an additional visit may be planned to verify the corrective action being taken by the Institute. In case the third visit is required to verify the corrective action, the same will be charged additionally in line with the fees given in Annexure -1 of Accreditation Criteria for Government and Private Industrial Training Institutes Seeking NCVT Affiliation.

8. What are the documents required for filling the application form?

Details of the documents required to be submitted/ uploaded in application is available on QCI website – www.qcin.org/nabet/GPITI

9. What are the requirements/ criteria for Accreditation by Quality Council of India?

Detailed NABET Accreditation Criteria for Government and Private Industrial Training Institutes seeking NCVT Affiliation is available on QCI Website – www.qcin.org/nabet/GPITI

10. I am facing problem in filling online application Form

- User manual for the benefit of the applicant is available on website describing the various screens available in software and how to fill the application and Before filling the on line application pop up must be unblocked and use internet explorer as browser. In case Institute still face the problem in filling online application they can contact NABET Secretariat on the following e-mail and phone numbers :

a) Tel : 011 -2337 8056/ 8057/ 9321/ 8217/ 9260/0079
b) Fax : 011 – 2337 8678
c)Email :-rekha.nabet@qcin.org,anurag@qcin.org; itisupport.nabet@qcin.org

11. If any guide is available to help me to understand the requirements of criteria of QCI?

- Yes, A Guide to understand the requirements of criteria is available on QCI website – **www.qcin.org/nabet/GPITI**

12. Is there provision of rejection of Application?

- The application submitted to QCI to grant accreditation will not be rejected under accreditation process. In case, if there is any discrepancies in filling the ‘’Application Form” the opportunity is provided to improve upon the shortcomings observed during the process of scrutinizing stages.

13. Does the online application system inform me about the shortcomings/ missing information’s?

- Yes. All the mandatory requirements have been shown in Application form with red colour astir sign (*). At the same time, NCVT requirements are built in the system and the system will inform about the non – fulfilment of requirements. Online application will be accepted only & only when all the requirements are submitted.

14. Can I save my application at Intermediate Stages?

- Yes, applicant can save application at intermediate stages. An opportunity is also provided to applicant for editing the information before submitting to QCI.

15. Can I submit my application at Intermediate Stage?

- No. The online application form duly filled in all respect will be accepted by QCI.

16. Can I modify my application after submission?

- The information submitted in application form, accepted by QCI cannot be changed or replaced. In case applicant wish to make any changes then applicant need to send the details to QCI (NABET) with a request and supporting necessary information for making changes in the “Application Form”.

17. Can I open application form and save some information prior to pay the accreditation fees?

- Yes

18. Can I see the status of my " Application Form"?

- Yes, you can see the status of your application by logging your user name and password allotted by QCI

19. I have multiple Institutes; do I need to pay the fees for each Institute separately?

- Yes, Each institute has to apply for accreditation separately and the fees for each Institute need to be submitted separately along with the duly filled application form.

20. In case there are more than two visits by assessing team, what will be the fees charged by QCI (NABET)

- Yes. QCI (NABET) will charge as additional fees of Rs. 15,000/ per visit over and above two visits as mentioned in Annexure -1 of NABET Accreditation Criteria for Government and Private Industrial Training Institutes Seeking NCVT Affiliation.

21. Is there any facility for online transfer of payment?

- Yes. Institute can make the payment online through RTGS Transfer in favour of **Quality Council of India** payable at **New Delhi**.

- **RTGS to be made in the Institute Name + Application Number**.

- RTGS Details of the payments along with the institute name, application number.

- Details of RTGS Transfer is available on website – www.qcin.org

22. Can we pay the fees with cheque or Bank draft?

- Institute can make the payment through A/c Payee cheque or Bank Draft. All the payments to QCI will be made through account payee draft/ Cheque or online transfer in favour of **Quality Council of India payable at New Delhi.**

23. How many surveillance assessment will be conducted by QCI (NABET) ?

- Each year there will be surveillance assessment. In all there will be three surveillance assessments between Initial Accreditation and re-accreditation. Fourth Surveillance Assessment will be clubbed with Re-Accreditation process.

24. What is re-accreditation process?

- Re- accreditation process is similar to initial accreditation process where an Institute needs to apply for re-accreditation by following the process similar to initial accreditation.

25. Is there any visit of Standing Committee?

- No their will not be any visit of Standing Committee. Visit to Industrial Training Institute will be made by Quality Council of India only.

26. For how long the once the Institute is granted accreditation is valid?

- An Institute will be granted accreditation **for four years only.**

27. What is Quality Manual?

- Quality Manual is a document which describes different systems and process being followed by the Institute. Copy of Sample Quality Manual is available on QCI website – www.qcin.org/nabet

28. Is there any provision of DGE&T to monitor of QCI Accreditation process?

- Yes. DGE&T has made its system to monitor 5% verification of recommendation cases on random basis made by QCI to ensure full compliance of the prescribed Standard as per NCVT norms.

29. Can I make a complaint or provide some feedback on accreditation process of QCI?

- Yes. The process of making complaint or feedback to QCI is available on QCI website – www.qcin.org/nabet/GPITI

30. Filling of online application is difficult for a person sitting at remote area?

- No. For the benefit of applicant following documents have been made available on QCI website – www.qcin.org/nabet/GPITI

  - ✓Guidance Document to help the applicant
  - ✓User manual to fill the online application
  - ✓Sample Quality Manual to understand the requirements of Quality System
  - ✓ Accreditation criteria for Government and Private Industrial Training Institutes
  - ✓Application Form – Annexure –III
  - ✓Progress card Format – Annexure –IV
  - ✓Website details – Annexure –V
  - ✓NCVT Requirements – Annexure G1 to G5

31. Is accreditation for Advance Module under COE Scheme is available to State Government Institutes?

- The Institute where the affiliation is granted by NCVT to all the Basic Module of a defined Sector can only apply for advance module of a particular sector for accreditation. On the recommendation of NABET-QCI, the proposal will be sent to DGE&T to consider granting affiliation with NCVT.

32. Is accreditation of Module under COE and other Trade Sector simultaneously being available to Government Institute?

- Yes, Government Institute can seek accreditation for any module in the sector under COE Scheme allotted by DGE&T and desired trade in the same proposal

33. What are the timing of the assessment?

- Assessment for accreditation will be conducted during office working hours only (Generally between 9:00 A.M. to 5:00 P.M.).

34. Can we submit the documents written in regional language other than English ?

- If any document is provided in regional language, translated copy in English invariably enclosed.

35. Whether the students can be admitted in the trade accredited by QCI but not affiliated with NCVT ?

- No admission is allowed in NCVT trades before affiliation is granted by NCVT Sub-Committee.

36. What are Effective Date of Affiliation ?

- As per new affiliation procedure decided by the NCVT on 23rd November 2008, the effective date of affiliation is the date on which the affiliation is granted by the Sub Committee of the NCVT for affiliation, which is mentioned below:-

  a) Affiliation granted between 1st January to 30th June will be effective from the session beginning August of the same year.

  b) Affiliation granted between 1st July to 31st December will be effective from the session beginning February of next year.

37. What are requirements in respect of building documents?

➢ITI's are required to follow the infrastructure requirements as laid down by National Council of Vocational Training (NCVT) guidelines.

1. Building plan and site plan should be properly prepared to suitable scale in metric system by a professional architect and duly authenticated by him with his signature, name, registration no. issued by architect's council. If the Institute is old, building plan shown to previous Inspection Committee should also be produced, verified along with the affiliation report. Copies of registration paper / lease document/rent agreement in support of land/building to be furnished **(Refer Annexure G-1)** (uploaded on our website).

2. The site plan should include nearest motor-able road in the Plan for proper location of the institute. It should also include Postal Index Number and other prominent building/landmark in the vicinity for proper identifications.

3. Norms for Engineering and Non Engineering trades under Craftsman Training scheme are given in **Annexure G-5 (also refer Annexure G1 to G4 for additional Information) (uploaded on our website). For updated information, please refer to** http/dget.nic.in/welcome.html.

38. What are Proof required for power supply/connection ?

(a) Power Supply should be available as per requirements of each trade. The trade wise electric load is given in **Annexure – G-5 (uploaded on our website).**

(b) The following documents as proof of availability of power supply for grant of affiliation are required :

i. **For existing institutes:** Electricity bill indicating connected load is required to be produced (details of existing trades, units should also form part of the inspection report to assess the required electrical load).

ii. **For new institutes:** Installation report/ Meter sealing report indicating sanctioned load or if meter sealing report does not have sanctioned load, copy of the sanctioned load , proof of payment of dues for the same along with meter sealing report should be produced/submitted.

iii. **Where the Institute is in the rented/leased building**, the electric connection should be in the name of the owner/institute/management and the mutual agreement between landlord and the Institute/Management/Society as the case may be, should be produced along with the current bill.

iv. **The meter sealing report and Electrical Connection Documents** are acceptable only if the proof is on stationary paper issued by the Electricity Department.

39. Can a generator provided in the Institute meet the power requirement ?

- Provision of Generator may not be accepted since it is only a source for temporary power in the event of breakdown and not a source of regular power.

40. What are the requirements for machine tool, equipment and furniture for any trade?

- Please Refer Annexure G-4 for Accreditation Criteria (uploaded on our website) the details of furniture, machine, tool and equipment etc. required for each trade/module.

- **No old machine, tool and equipment** are acceptable for any trade for granting affiliation.

- Name of the ITI should be on Main Machinery (Costing above 10000/-) by Hard Punch/Engraving(with proper visibility) in this "**ITI Initials/State code/Application Number** (allotted by QCI)." format.

- **State Code** uploaded under instructions of preparation for Site Visit

41. What procedure can be followed for machinist and fitter trade if NC/CNC machine is not available in the Institute ?

- There is a provision in NCVT norms for use NC/CNC for imparting training in trade Machinist, Fitter as follows:

a) NC/CNC trainer and related equipment either be procured by the concerned institute itself or be procured by a nodal ITI and trainees from other ITIs located within the vicinity of 50kms may use the same equipment for necessary training as per prescribed syllabus for the trade.

b) In absence of above the management of ITIs may also use the facilities of NC/CNC trainer available in a recognized Polytechnic/engineering college after obtaining necessary permission/agreement of the concerned Polytechnic/Engineering College.

c) ITIs may also take up the issue of training on NC/CNC machines with local industry where such machines are available in running condition. A copy of agreement in this regard between industry & ITI may be submitted.

42. Is it necessary for setting up a Computer Lab as an Infrastructure resource at all Government and Private ITI s?

- Yes, all the Government and Private ITIs need to set up an exclusive computer lab with Internet Connectivity on every computer with multimedia. The setup of the computer lab must have minimum ten computers/workstations and peripheral with internet facility irrespective of trade (s) or trade related computer requirement for an ITI up to seating capacity of 100. For each additional unit accredited/ affiliated, two computers / workstation must be added.

- This lab is over and above the lab required for COPA or other Trade / Sector.

43. Can the computer available for imparting training in a trade/ module may be utilized in Computer Lab as an Infrastructure Resource of Institute?

- The computer available as per the requirement of any trade/module for imparting training will not be considered for Computer Lab as an Infrastructure Resource of Institute.

44. Who are eligible to appear in NCVT Exams?

- The candidates admitted in the affiliated trades/Units with NCVT and completed the training as per prescribed NCVT norms are only eligible to appear in All India Trade Test (AITT) for the award of National Trade Certificate.

45. Who will issue original National Trade Certificate?

- The candidates who passed in All India Trade Test conducted by NCVT are eligible for the award of National Trade Certificate issued by DGE&T.

46. I want to open a private I.T.I. So please provide me a detail procedure of how to open a private I.T.I in rural area. What is the process for the same.

- Any person interested in setting up an ITI can directly apply to QCI. Kindly visit our website http://www.qcin.org/nabet/GPITI/. All procedures and guidelines for setting up an ITI is available. The application can be submitted by filling in an online application form.

47. Do we need to apply separately to State Department or do we need to apply online only.

- No. There is no need to apply to the state government separately. The online applications will be directly submitted on the QCI website. On successful submission of the application, an email will automatically be sent to the respective State Directorate and DGET regarding the same. State Government will have to give a response for "No Objection" within 15 days from the date of the receipt of application.

48. What is the last date for submission of online form for the session Feb 2013.

- There is no last date for filling in the application form. The application can be submitted after filling in the required information along with uploading of supporting documents. The entire process may take more than one day. In order to begin the session in February 2013, the ITI is required to get the affiliation prior to commencing of the session.

- As per the guidelines given by QCI, total time taken for the accreditation process will be 90 days from the date of completion of application- complete in all respect during desktop verification by our assessors. This is subject to no inordinate delay taking place at the Applicant's end in submitting the clarifications/additional information sought by NABET and in closure of Non Conformances and observations raised by NABET.

49. Institutes applying for COPA trades need to apply to QCI for accreditation?

- Yes. All institutes applying for COPA or NCVT trades have to apply to QCI directly for accreditation.

50. We intend to apply for two trades COPA & DATAENTRY OPERATOR. We are unable to find out the size of workshop required for the trade?

- Kindly refer annexure G5 uploaded at QCI website which gives the details of the requirements for engineering and non-engineering trades. The workshop space requirements for COPA and Data entry operator is 3.5 sq/m per trainee.

51. We have a Private ITI. We have constructed a New Building for our ITI. But it will take nearly 3 months more for finishing work. How can we get permission to shift the ITI from the present location to the new building. We have already installed a new Electric Sub-station for the institution, and unless we shift the machinery and install them at the new building the Electric Department is not giving us power supply.

- You will have to first shift your institute to new premises, get the required power supply and then apply online to QCI for accreditation.

52. For affiliation process for new ITI - for 'employability skills' subject the qualification is BBA. but in Andhra Pradesh there are no BBA qualified persons because there is no BBA course in Andhra Pradesh. is it possible to appoint MBA persons to this post?

- Yes, any person with MBA can be appointed for employability skills subject.

53. For opening a new private ITI, we have taken rent/leased land and established private ITI. The current meter bill is in the name of land owner. not in the name of ITI management/owner. We have taken lease agreement from land owner. Is it necessary to have the meter bill in the name of ITI management? or is it possible meter is in the name of land owner and mutual agreement of lease/rent?

- The meter bill can be in the name of the land owner , but we would require the meter sealing report indicating the total power allotted by the electricity department.

54. we want to open a new ITI ,is it necessary to create a new web site for opening a new private ITII?

- Yes, website is to be created in the beginning itself.

55.For open a new private ITI with only electrician trade with 4+4 units: how much electric power kw (meter ceiling report) is necessary?

- As per NCVT Norms the power requirement for 2 units in one shift is 5.2 KW and minimum space requirement for one unit in one shift is 6.10 sq. meters per trainee i.e 97.6 sq. meters or say 98 square meters for 16 trainees (As per Annexure-G-5). Therefore:
  - 1. The power requirement for (4 +4) units of Electrician trade is 10.4 kW.
  - 2. The space requirement for (4+ 4) units of electrician Trade is 392 Sq. Meters.

56. For open a new private ITI with only electrician trade with 4+4 units: is IT lab is compulsory? & if compulsory, what is the qualification for lab instructor?

- Yes, IT lab is compulsory. The candidate can be an NTC or NAC holder or diploma in IT / computer science.

57. For opening a new private ITI with only electrician trade with 4+4 units: For newly appointed staff is it necessary to open a bank accounts before they are appointed?

- The bank details of the all the staff being employed in the institute are required.

58. For open a new private ITI with electrician trade only with 4+4 units. For IT lab how to connect internet? Should it be with land line or is it sufficient to connect internet through data card?

- The Institute's Management can decide on how to provide internet connection.

59. For opening a new private ITI with only electrician trade with 4+4 units:

a) **For drawing room how much sq. Meters room is necessary and how many drawing tables required for 4+4 units?**
b) **For principal room how much sq. Meters room is necessary?**
c) **For staff room how much sq. Meters room is necessary?**
d) **For store room how much sq. Meters room is necessary?**
e) **For it lab how much sq. Meters room is necessary?**
f) **How many class rooms required for 4+4 units? And each class room how much sq. Meters room is necessary?**
g) **For library how much sq. Meters room is necessary?**
h) **For electrician lab 4+4 units how much sq. meters room is necessary?**

- The space for each should be adequate which is to be decided by the institute management. Classrooms requirement will be four with adequate space to accommodate all the students of a unit.

60. For open a new private ITI with electrician trade only with 4+4 units. For newly appointed staff is it required to upload experience certificates of total staff each separately? or all staff experiences details can be written on one white paper and uploaded is sufficient?

- Experience certificates of **Technical Staff is to be uploaded separately** as per accreditation requirement. Kindly refer the accreditation guidelines manual and Annexure III guidelines for filling the online application form.

61. Is any State Govt. order required for expansion of existing unit and trade expansion and third shift unit permission?

- No. You have to apply to QCI directly.

62. What time is the dispensary facilities required?

- Dispensary timings will be same as working hours of the institute.

63. Can we apply for 1st and 2nd shift together? (in case of new ITI)

- Yes. this is a minimum requirement for applying for accreditation in any trade

64. For open a new private iti with electrician trade only with 4+4 units. Is it possible to appoint as a principal with age: 64 who as retired govt. ITI principal?

- The NCVT guidelines does not specify the age limit of the Principal to be appointed by the institute. The principal being appointed should be active, has relevant knowledge, experience, responsible and should be capable of managing the institute.

65. For open a new private iti with electrician trade only with 4+4 units. Is it possible to open a bank account for all newly recruited staff in same bank(only one bank)?

- Yes, it is possible.

66. For open a new private ITI with electrician trade only with 4+4 units, is it possible to store dispensary material and sport material in store room?

- Since Dispensary services is to be available during the working hours of the institute (as accidents can happen any time) the dispensary items should be available easily at the time of accident. It will be advisable to have the necessary dispensary items kept in dispensary.

67. For workshop Tin shade roof is permitted ?

- Yes. it is permitted (in this case height must be above 4.8 meter and proper ventilation system should be there).

68. For open a new private iti with electrician trade only with 4+4 units. Is staff required for dispensary and sports? If required what is the qualification for those persons?

- Yes staff is required for dispensary and sports. No qualifications for the dispensary / sports staff have been specified by NCVT. However in case of dispensary, the persons appointed can be part time medical officer for providing basic first aid facilities.

- The person for sports should be able to instruct about indoor/outdoor games.

69. How to fill the online application.

➢Kindly refer to Accreditation Criteria for Government and Private Industrial Training Institutes Seeking NCVT Affiliation on our website www.qcin.org/nabet/GPITI/ Sr. No 1 which gives the complete procedure of what details / information is required be filled and uploaded.

- For filling in the online application form for accreditation of ITI, select option 15: For Online application at www.qcin.org/nabet/GPITI/. The following screen will be displayed.

- The ITI's need to click on the new user option: fill in the details and the password of their choice. on submitting the information a user id will be created and displayed.

- The ITIs can then login following the steps 1 – 3 again: using the user id given to them and password selected by them to fill in the online application form.

- Once the application form is complete in all respects as per NCVT requirements, the submit button will get enabled. On clicking the submit button, the online application form will get submitted, after which you have to fill in the declaration form and make the payment online or through DD.

70. Can we have Part-Time staff at the ITI(s)?

- Yes, institutes with seating capacity less than 144 in Engineering trades, part time instructors can be engaged for Drawing, Worksop, Calculation and Science. Trade Instructors have to be full time regular employees.

71. Will NABET obtain NOC from State Governments on behalf of ITI(s)?

- NABET will not be seeking the NOCs from State Governments. . On successful submission of the application, an email will automatically be sent to the state directorate and DGET regarding the same. State Government will have to give a response for “No Objection” within 15 days from the date of the receipt of application.

72. Is NCVT affiliation necessary?

- Yes. Trade / unit is required to be affiliated with NCVT for admissions of students in NCVT trades.

73. Is RCC Roof compulsory?

- No. RCC roof is not compulsory. One can have tin sheds/ Pitched Roofs.

74. Institutes applying for COPA trades need to apply to QCI for accreditation?

- Yes. All institutes applying for COPA or NCVT trades have to apply to QCI directly for accreditation.

75. Is it necessary to upload Meter Sealing Report?

- Yes

76. Is it necessary to upload attested documents?

- No. Scanned copies of documents in PDF / JPEG/DOC can be uploaded while filling in the online application form.

77. Is Digital Signature allowed for submission of the application?

- Yes, digital signatures can be used for submission of application.

78. For SCVT, is QCI accreditation required?

- No, for SCVT , QCI accreditation is not required.

79. The website to be designed should be as per DGET or NABET requirements?

- DGET and NABET requirements for the website designing is the same.

80. Can the institute have two blocks with a distance of 500m between the two blocks?

- No. All the facilities of the ITI has to be in one location only.

81. Can the principal appointed for an ITI be a principal of more than one institute?

- No. The principal appointed can be the principal for 1 institute only.

82. Is it necessary to have licensed software for the computers?

- Yes.

Some Do’s and Don’ts

Front View of the building

Name of the ITI should be visible.

Without front view / institute name is not acceptable.

Morphed photographs not allowed.

Photograph of Class Rooms

Proper photograph indicating the sitting arrangement

Not acceptable.

Photograph of Workshop

Clear Photographs With proper layout and Installation of machinery

Photograph of cluttered machinery is not acceptable

Indicative photographs are not acceptable

Tools and Equipments : Grouting of machineries

Without base grouting

Proper Base grouting

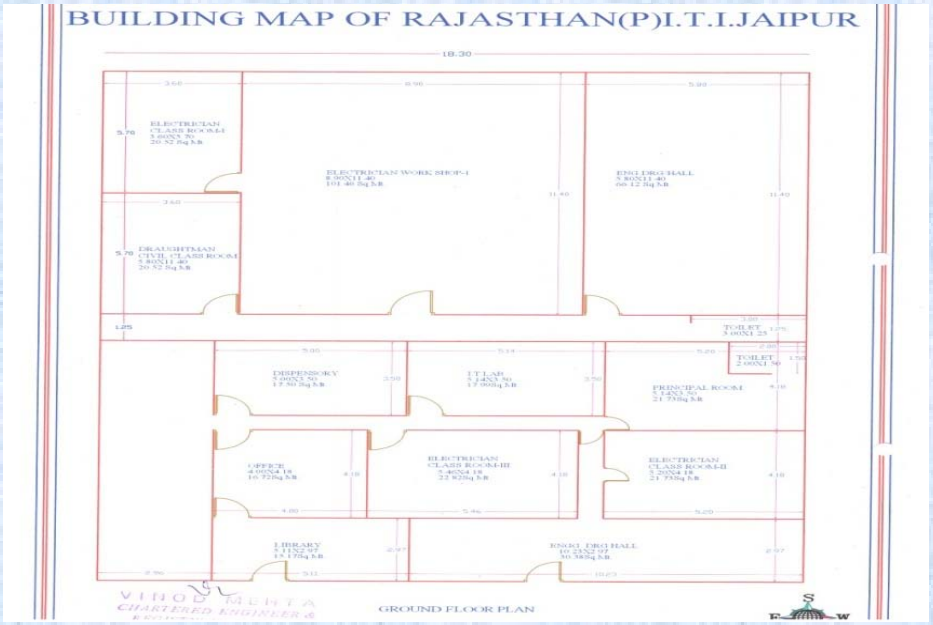
Scattered machineries left in open or randomly placed

Name of the Institute on main machinery by Hard Punch/ Engraving

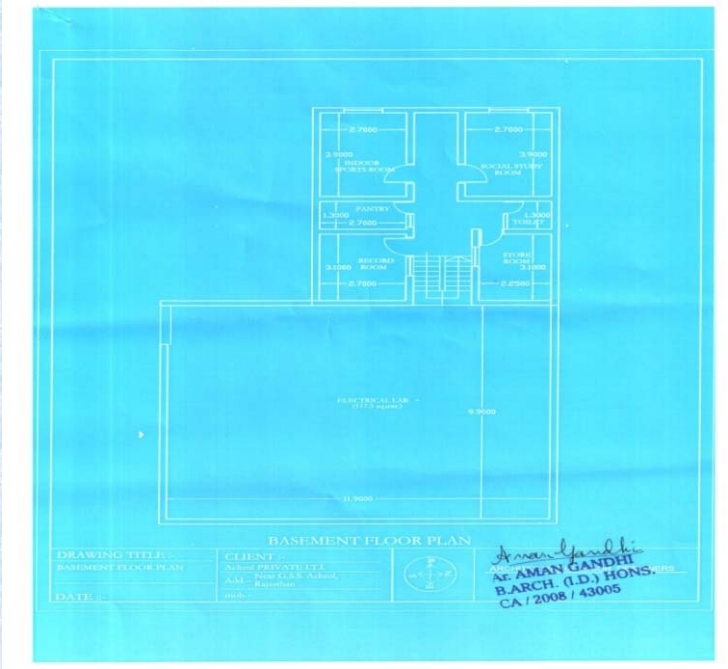
With initials of ITI/State code/Application Number

SSITI/KR/APP00125

Site Plan and Building Plan



Photocopy of Building Plan



Only original Blue Print of Building Plan

Arrangement of Tools and Equipment

Laying Out of Tools with Proper Numbering as per NCVT List

Staff Photographs with Name, Designation and Name of Institute during Assessment